

Affiliate Events and Meetings Policy

I. Policy

In fulfillment of its mission, URMIA is committed to ensuring the best educational and networking experience for all conference attendees and understands that the conference presents a great opportunity for Affiliates and Institutional members to conduct business in person. To meet both objectives, the following procedures outline URMIA's policy regarding Affiliate-hosted events and meetings during any conference. It is expected that all Affiliates will abide by the policy and procedures as outlined below.

All participants at Affiliate-hosted events and meetings must be registered for the conference and must wear the conference name badge.

The use of hospitality desks and hospitality suites is expressly prohibited.

II. Definitions

University Risk Management & Insurance Association, Inc. (URMIA) is a higher education risk management membership association. URMIA has four membership categories:

1. **Educational Class:** An Institutional member organization consists of educational institutions. Where multiple locations exist, each location shall be considered a separate institution for purposes of membership if a risk management position exists at that location. An Institutional System consists of two or more educational institutions operated by a government agency or other singular governing body or organizational structure. If an Institutional System membership is chosen, the Institutional System is entitled to the same rights as any other Institutional member organization.
2. **Business Class:** An Affiliate member organization is one whose purpose is to serve the needs of higher education risk management professionals. An Affiliate member organization is not eligible for Institutional membership. Typically, but not exclusively, Affiliate member organizations are for-profit corporations active in the field of higher education, such as insurers and suppliers of products and services related to risk management. Organizations with the same parent company will be considered for a single Affiliate membership.
3. **Retiree Class:** Retiree membership
4. **Transitional Class:** Transitional memberships

Affiliate Event – Any Affiliate-hosted event involving URMIA conference attendees with eight or more people at a single time during URMIA's time in the host city. Common types of Affiliate events include:

1. **Social Events:** receptions, dinners, specialty groups, school and alma mater gatherings, or other hospitality events where there is no educational program presented. These are restricted to times not conflicting with the URMIA conference activities.
2. **Internal Corporate Business Meetings:** Internal sales, business, or staff meetings for Affiliate company members who are at the URMIA conference, provided that such meetings are closed to other attendees.

3. Industry Updates: A closed (invitation only) meeting of participating and potential participating influencers concerning insurance or government updates, either in progress or proposed.

Affiliate Meeting - Any meeting taking place between Affiliates and URMIA conference attendees with seven or fewer people at a single time during URMIA's time in the host city.

Main Point of Contact ("MPC") - An individual designated by an Affiliate to plan for events and meetings. The MPC may be a meeting planner hired by the Affiliate member to execute sponsor/event/office needs. If the MPC is onsite, and not attending conference, the Affiliate member is required to contact URMIA to obtain proper credentials for the MPC.

III. Permissible Times for Affiliate Events & Meetings

Affiliate events, regardless of location, are only permitted during hours that do not directly conflict with the URMIA conference agenda. Please consult the published conference schedule for guidance. In general, these are acceptable times:

1. Before morning programming begins
2. After daily educational programming is concluded
3. During lunches that do not have programmed speakers
4. Pre-conference days before the official URMIA opening event when pre-conference education is occurring
5. Post-conference days after the official URMIA closing event when post-conference education is occurring

URMIA attendees are highly encouraged to participate in programming. However, in limited circumstances, an Affiliate may need to meet in person to conduct business. In those cases, Affiliate meetings are permitted during conference programming.

IV. Procedures

Only Affiliate members can request space at the host venue or other URMIA contracted venues. If an Affiliate wishes to request space in the host venue or other URMIA contracted venues, the following procedures and fees apply:

1. Requesting Space for a Meeting or Event

Space for Affiliate events or meetings is limited, and requests are considered on a first-come, first-served basis.

To request space at an URMIA conference, the MPC will follow the steps below:

- a. Complete the [Affiliate Function Request Form](#) identifying:
 - i. The supporting organization or company, and any partners
 - ii. Requested date, start and end time
 - iii. Contact information for the MPC and URMIA Affiliate voting member
 - iv. Brief description of the event

v. Intended audience/invitees

- b. Confirm understanding of this policy and URMIA’s Code of Conduct. The MPC is responsible for ensuring that all individuals working on behalf of the Affiliate, in conjunction with the event or meeting, understand and comply with said policies. A violation of these guidelines will be attributed to all related parties of the meeting.
- c. Submit a non-refundable deposit of payment in full. Payment will be charged once approval is granted.

URMIA will notify the MPC via email within ten (10) business days regarding the outcome of the application. Once an event or meeting is approved, URMIA will release and assign hotel space for the requested event or meeting. From that point forward, the Affiliate will work directly with the assigned hotel to plan and contract the event. Billing will occur from both the hotel and URMIA for event or meeting elements. The Affiliate is responsible for all costs associated with the approved affiliate event or meeting.

For Affiliate events, the Affiliate must include an invitation to urmia@urmia.org or via mail to the address below.

URMIA National Office
 Attn: Meetings
 PO Box 1027
 Bloomington, IN 47402

2. Fees

The following are administrative fees paid to URMIA. Additional fees may be applicable to cover hotel/facility room rental, room change set up fees, food/beverage, audio/visual equipment, entertainment, labor, and more paid to a third party.

Event or Meeting Type	Tier 1 Sponsoring Members	Tier 2 Sponsoring Members	Tier 3 Sponsoring Members	Non-Sponsoring Members	Non-Members
< 3 hours, < 50 people*	No Charge	\$500	\$750	\$1000	NA
> 3 hours, < 50 people*	No Charge	\$1000	\$1250	\$1500	NA
< 3 hours, > 50 people*	No Charge	\$1000	\$1500	NA	NA
> 3 hours, > 50 people*	\$1000	\$1500	\$2000	NA	NA

*total number of people to be engaged through the Affiliate event or meeting

Affiliates will be required to pay applicable fees in full once the event or meeting is approved.

3. Important Deadline Dates

	Annual Conference	Regional Conferences
Reservation application	180 days in advance	60 days in advance
Hotel space release	120 days in advance	45 days in advance
Space assigned	90 days in advance	30 days in advance

4. Signage

In addition to standard facility-initiated signage, one (1) sign no larger than 22”x 28” is permitted immediately outside of the reserved space. Affiliates are not be permitted to post promotional signs or literature in any other conference meeting space.

Promotion of meetings is not permitted through “room drops.”

The use of any type of URMIA logo is prohibited.

Affiliates are not permitted to stand in public areas of the conference meeting space to promote Affiliate Meetings or Events. Invitations should be extended in advance by mail or electronic means.

Directional signage is to be kept minimal and must be approved in advance by URMIA staff.

URMIA also reserves the right to remove, without notice, signage in violation of the above guidelines.

V. Penalty for Non-Compliance

URMIA reserves the right to attend/monitor all Affiliate events and meetings without notice.

Violations of this policy will result in a warning, which will require that the violation be rectified immediately. URMIA reserves the right to terminate an Affiliate event or meeting immediately if a) a violation is not rectified upon receipt of a warning, b) URMIA determines the violation is egregious, or c) the Affiliate misrepresents the event during the approval process (e.g., identifies event as a reception but holds a lecture). URMIA also reserves the right to deny any future requests for similar Affiliate events or meetings due to prior violations of this policy.

VI. Questions/Inquiries

For more information, please contact URMIA Meetings staff member Michelle Smith at michelle@urmia.org or calling 812-727-7125.